

MUHAMMAD MUDASSIR

JUNIOR EXECUTIVE – INDUSTRIAL RELATIONS (IR) & ADMINISTRATION

Karachi, Pakistan | mudassirakram30@gmail.com | www.mudassirshaikh.site



PROFESSIONAL SUMMARY

Organized and computer-proficient professional with experience in office documentation, data entry, digital record maintenance, file handling, and document formatting. Comfortable using MS Office and managing routine computer-based tasks accurately. Brings a detail-focused approach, experience working independently on assignments, and a willingness to support Industrial Relations and Administration functions in a textile mill environment.

KEY SKILLS

- MS Office (Word, Excel & PowerPoint)
- Office Administration & Documentation
- File Handling and Document Formatting
- General Computer Operations
- Urdu InPage Typing & Page Formatting
- Data Entry & Digital Record Maintenance
- Typing, Report Preparation & Record Keeping
- Task Management & Attention to Detail

WORK EXPERIENCE

Computer Operator | Civic Center – Local Shop

Jan 2022 – Dec 2025 (In Underage)

- Handled computer operations, data entry, documentation, file management, and document formatting.
- Maintained digital records and prepared office reports while supporting daily computer tasks using MS Office.

Basic Social Media Marketer | Remote

Feb 2026 – Present

- Supported Instagram and Facebook growth through regular posting, engagement strategies, and content ideas for posts and reels.
- Created AI-assisted posters and promotional designs, and performed basic video editing for social media content.

EDUCATION

Graduation – In Progress | Currently pursuing (Applying in 2026)

Intermediate – Computer Science | Ziauddin University Examination Board | 2025–2026

Matriculation – Computer Science | The Educator's School | 2024

ADDITIONAL TRAINING

- Modern Web & App Development – SMIT, 1-year course (in progress)
- Cloud Data Engineering – SMIT, 1-year course (in progress)

ADDITIONAL ACHIEVEMENT

Social Media Growth: Helped increase a client's social media page views from 15,000 to 250,000 in one month through content strategy and optimization.

PERSONAL INFORMATION

Father's Name	Muhammad Akram	CNIC	42201-6597546-1
Date of Birth	08-12-2007	Marital Status	Single
Phone Number	+92 316 3041828	Religion	Islam
Address	H # 329, Area 36/C, Korangi #. 5, Karachi	Nationality	Pakistan

REFERENCE

Will be fresh upon request.